

Ministry Job Description
St. Peter Lutheran Church, Arlington Heights, Illinois

Ministry Guides

Purpose: provide personal assistance to individuals who are looking for a place to volunteer. This position is a key one in helping people serve as God has gifted and called them, which, in turn, helps us be a church doing what God has called us to do.



Responsible to: Karen Kogler, Dir. of Volunteer Equipping.

Job Description: As a Ministry Guide, you'll meet with individuals or couples. Most visits will be with people joining our congregation, but some will be with members who'd like assistance in finding that just-right volunteer opportunity. When you meet, your primary task is to ask questions and to listen, then suggest ministry opportunities. After each meeting, you'll complete important records regarding the visit, to make sure follow-up occurs. After some meetings, you might need to make some follow-up phone calls. Meetings are held at church or in the individual's home, at the discretion of both the Guide and the individual.

Time Required: Each meeting takes 30-60 minutes. There also is travel time and the time needed to schedule the meeting. Record-keeping and follow-up after the meeting will average 15-20 additional minutes. You choose the number of such meetings you wish to accept, with a minimum of four per year. Additional time is required for the initial training, and for ongoing training meetings which will be held twice a year.

Length of commitment: Two years, due to the investment in training. You may serve longer if you wish.

Training provided: A 3 hour group session provides initial training. Trainees will also observe 2 meetings with an experienced Ministry Guide, and will conduct 2 meetings with a more experienced Guide as observer. All Ministry Guides will meet for a 90-min group review/training twice a year. Since Ministry Guides work on their own, the twice-yearly group sessions are important to make sure we're all on the same page.

Qualifications or special skills: Experience in interviewing people is very helpful, but not necessary. Ministry Guides need good listening skills, and a desire to help the individual without pushing their own ideas. Spiritual maturity is important.

Benefit to the volunteer: Ministry Guides will enjoy getting to know people well. They'll see the blessings that result from the 'matches' between individuals and ministries, blessings that cover the person serving, the people served, and our entire congregation. It's a very rewarding position.